

Tipton Elementary School District

AGENDA

REGULAR BOARD MEETING

Tuesday, November 3, 2020

7:00 p.m. District Cafeteria

1. **Call to order- Flag Salute**

In compliance with the Americans with Disabilities Act and the Brown Act, if you need special assistance to participate in the meeting, including the receipt of the agenda and documents in the agenda package in an alternate format, please contact the Tipton Elementary School District office at (559) 752-4213. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting (28CFR35.102-35, 104 ADA Title II), and allow for the preparation of documents in appropriate alternate format

2. **Public Input:**

In order to ensure that Members of the public are provided a meaningful opportunity to address the board on agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public input portion of the agenda, or at the time the matter is taken up by the Board. Board presentations are limited to 3 minutes per person and 15 minutes per topic.

2.1 Community Relations/Citizen Comments-

2.2 Reports by Employee Units CTA/CSEA-

3. **CONSENT CALENDAR: Action items:**

3.1 Minutes of the Regular Board Meeting, October 6, 2020

3.2 Minutes of the Special Board Meeting, October 12, 2020

3.3 Library Surplus

4. **ADMINISTRATIVE: Action items:**

4.1 Setting Date for Annual Organizational Meeting

4.2 Quarterly Board Policy Updates – COVID-19 Mitigation Plan

4.3 Agreement with M Green and Company for Auditing Services

4.4 Consider/Approve Increase in District Contribution to Health Benefits for Classified Management and Principal

4.5 Agreement for Professional Services for Wendy McPhetridge

4.6 Resolution #2020-2021-04 Adopting California Uniform Public Construction Cost Accounting Procedures and Informal Bidding Ordinance

4.7 Approve/Ratify Purchase of Van

4.8 Consider and Approve a Contractor for Installation for an Updated Phone System Due to Covid-19 (*Documents will be available on November 3, 2020*)

5. **FINANCE: Action items:**

5.1 Vendor Payments

5.2 Budget Revisions

6. **INFORMATION: (Verbal Reports & presentations)**

6.1 MOT--FOOD SERVICE—PROJECTS

6.2 Solar Plant – Semi-Annual Inspection Report

7. **Any Other Business:**
 - 7.1 California Bridging the Digital Divide Fund – CDE and the CDE Foundation Donated 200 Chromebooks in Response to the COVID-19 Crisis, in Partnership with Office Depot
8. **Adjourn to Closed Session: The Board will consider and may act upon any of the following items in closed session. Any action taken will be reported publicly at the end of closed session as required by law.**
 - 8.1 Education Code section 35146
Student transfers, inter District request, etc
 - 8.2 Government Code Section 54957.6
Conference with labor negotiators
Agency designated representatives: Superintendent
Employee Organization: CTA
 - 8.3 Government Code Section 54957
Public Employee Discipline/Dismissal/Release/Complaint
9. **Reconvene to Open Session**
10. **Report out from Closed Session**
11. **Adjournment**

The Board upon discussion and a vote of agreement may make any item an action item.

Notice: If documents are distributed to Board Members concerning an agenda item within 72 hours of a regular board meeting, at the same time the documents will be made available for public inspection at the District Office located at 370 N. Evans Road, Tipton CA. 93272, telephone 752-4213.

Agenda posted Friday, October 30, 2020

3. CONSENT CALENDAR: Action items:

3.1 Minutes of the Regular Board Meeting, October 6,
2020

Tipton Elementary School District

Minutes

REGULAR BOARD MEETING

Tuesday, October 6, 2020
7:00 p.m. District Cafeteria

1. **Call to order- Flag Salute**

Board President, Greg Rice, called the meeting to order at 7:00 pm and led the flag salute. Board Members present: Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice. Guests: Megan Rice, Fausto Martin, Cherie Solian, Maryann Henry and Kurt Crosina-Sahm

2. **Public Input:**

- 2.1 Community Relations/ Citizen Comments
- 2.2 Reports by Employee Units CTA/CSEA
- 2.3 Correspondence
 - Review and Approval of Budget, Fiscal Year 2020-2021

3. **CONSENT CALENDAR: Action items:**

- 3.1 Minutes Regular Board Meeting September 8, 2020
- 3.2 Minutes Special Board Meeting September 10, 2020
- 3.3 Library Surplus
- 3.4 Agreement with TCOE for Health/School Nursing Services
- 3.5 Agreement with TCOE for LVN Services

Motion to approve the consent calendar was made by Fernando Cunha and second by Iva Sousa.

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea - Shelley Heeger, Iva Sousa, John Cardoza, Fernando Cunha and Greg Rice

No - 0

Abstain - 0

Absent - 0

4. **Any Other Business:**

- 4.1 Quarterly Board Policy Updates – Informational COVID-19 Mitigation Plan
- 4.2 Quarterly Board Policy Updates July – Informational

5. **ADMINISTRATIVE: Action items:**

- 5.1 Updated Reopening School Guidelines

Motion to approve Updated Reopening School Guidelines was made by Shelley Heeger and second by Fernando Cunha.

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea - Shelley Heeger, Iva Sousa, John Cardoza, Fernando Cunha and Greg Rice

No - 0

Abstain - 0

Absent - 0

5.2 Quarterly Board Policy Updates July

Motion to approve Quarterly Board Policy Updates July was made by Iva Sousa and second by Shelley Heeger.

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea - Shelley Heeger, Iva Sousa, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – 0

5.3 Discussion and Approval of Proposal for a Five-Year Master Operating Lease Agreement with Ray Morgan Company, for the Lease of Four Multifunction Copier Devices, Utilizing the “PiggyBack” Award with Shasta Union High School District

Motion to approve Proposal for a Five-Year Master Operating Lease Agreement with Ray Morgan Company, for the Lease of Four Multifunction Copier Devices, Utilizing the “PiggyBack” Award with Shasta Union High School District was made by John Cardoza and second by Fernando Cunha.

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea - Shelley Heeger, Iva Sousa, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – 0

5.4 Updated Bell Schedules for 2020-2021

Motion to approve Updated Bell Schedules for 2020-2021 was made by Shelley Heeger second by Fernando Cunha.

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea - Shelley Heeger, Iva Sousa, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – 0

6. **FINANCE:** Action items:

6.1 Vendor Payments

Motion to approve Vendor Payments was made by John Cardoza and second by Fernando Cunha.

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea - Shelley Heeger, Iva Sousa, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – 0

6.2 Budget Revisions

Motion to approve Budget Revisions was made by John Cardoza and second by Iva Sousa.

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea - Shelley Heeger, Iva Sousa, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – 0

7. INFORMATION: (Verbal Reports & presentations)

7.1 MOT--FOOD SERVICE—PROJECTS

7.2 Information on the Waiver Process to allow In-Person Instruction for Tk-6th and Feedback From Staff

Mr. Fausto Martin updated the Board on getting the campus ready for the return of students. He also shared a proposal for updating the schools camera system.

Mrs. Stacey Bettencourt shared with the Board an update on applying for a waiver with the Tulare County Health Department. She shared that the County Health Department is in the process of accepting and processing waiver requests for Tk -6th grade. Mrs. Bettencourt shared results from a survey that was provide to staff to solicit feedback regarding the waiver. 58% of CSEA members and 38% of CTA members supported the waiver. Mrs. Bettencourt shared a list of concerns, questions and information teachers wanted the Board to know. Mrs. Bettencourt also shared that Tulare County's positivity rate is at 6.2% and new COVID -19 cases per day is at 11.5% per 100,000. In order for the district to reopen without a waiver Tulare County must be in the red for 14 days. The positively rate must be between 5-8% and no more than 7 new daily cases per 100,000.

Mrs. Bettencourt shared with the Board that students would be taking pictures on October 8th and 9th. She also shared that TK and K teachers would like to provide their students an opportunity to come and get a pumpkin since they are unable to attend the pumpkin patch.

8. Adjourn to Closed Session: 8:22 pm

9. Reconvene to open session: 9:39 pm

10. Report out from Closed Session:

8.1 Education Code section 35146

Student transfers, inter District request, etc

Motion to approve Student #20-2107 request for interdistrict was made by John Cardoza and second by Fernando Cunha.

Vote Yea 5/ No 0/ Abstain 0/ Absent 0

Yea - Shelley Heeger, Iva Sousa, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – 0

8.2 Government Code Section 54957.6

Conference with labor negotiators

Agency designated representatives: Superintendent
Employee Organization: CTA

Discussion Only

8.3 Government Code Section 54957.6
Conference with labor negotiators
Agency designated representatives: Superintendent
Employee Organization: Classified Management and Principal

Discussion Only

11. Adjournment 9:40 pm

Minutes approved November 3, 2020

Greg Rice, President

Iva Sousa, Clerk

Stacey Bettencourt, Secretary

3. CONSENT CALENDAR: Action items:

3.2 Minutes of the Special Board Meeting, October 12,
2020

Tipton Elementary School District

Minutes

SPECIAL BOARD MEETING

Monday, October 12, 2020

6:00 p.m. District Cafeteria

1. Call to order- Flag Salute

Board Clerk, Iva Sousa, called the meeting to order at 6:02 pm and led the flag salute. Board Members present: Shelley Heeger, Iva Sousa and John Cardoza. Absent: Fernando Cunha and Greg Rice. Guests: Cherie Solian

2. Public Input:

2.1 Community Relations/Citizen Comments

2.2 Reports by Employee Units CTA/CSEA

No Comments

3. ADMINISTRATIVE: Action items:

3.1 Tipton Elementary School Waiver

Motion to approve Tipton Elementary School Waiver was made by John Cardoza and second by Shelley Heeger.

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea - Shelley Heeger, Iva Sousa and John Cardoza,

Abstain – 0

Absent – Fernando Cunha and Greg Rice

No – 0

3.2 Field Trip Request

Motion to approve Field Trip Request was made by John Cardoza and second by Shelley Heeger.

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea - Shelley Heeger, Iva Sousa and John Cardoza,

Abstain – 0

Absent – Fernando Cunha and Greg Rice

No – 0

3.3 Surplus Copiers

Motion to approve Surplus Copiers was made by John Cardoza and second by Shelley Heeger.

Vote Yea 3/ No 0/ Abstain 0/ Absent 2

Yea - Shelley Heeger, Iva Sousa and John Cardoza,

Abstain – 0

Absent – Fernando Cunha and Greg Rice

No – 0

4. **Adjournment 6:20 pm**

Minutes approved November 3, 2020

Greg Rice, President

Iva Sousa, Clerk

Stacey Bettencourt, Secretary

3. CONSENT CALENDAR: Action items:

3.3 Library Surplus

Memo

To: Mrs. Bettencourt
From: Megan Rice
Date: October 27, 2020
Re: Library Surplus

Attached is a list of books and library materials that have been weeded from the Library Collection due to the fact that these books were torn, missing pages, damaged, irrelevant, out of date, etc.

Weeding Project: Several of our library shelves are double stacked with books, which can lead to books being damaged much more quickly and also make locating specific titles much more difficult. There are a number of book titles that are out of date or simply have not been circulated in 8+ years. This weeding project is in effort to make our library of better quality resources. This will also allow us to see which areas we may be lacking relevant sources in and create room for the new titles we add each year.

Books that are severely damaged and worn will be disposed of. Those books that are still in readable condition I would like to give the teachers a chance to take them for their classroom libraries. After they have taken what they wish, I would then like to disperse the remaining books to the students at a future date. All of the books listed have been stamped with “discard”, our barcode and labels have been removed, and removed from our library system.

In effort to keep our library materials & teacher resources current and up-to-date the following materials/resources are being removed from our collection.

After the following materials have been declared as a surplus teacher’s & staff will have an opportunity to take any materials. All materials will have “Tipton Elementary School” blacked out and barcodes removed (where applicable). Media items not taken by staff will be recycled or disposed of.

If you should have any further questions, please let me know.

Thank you,

Megan Rice

October 27, 2020

Tipton Elementary School Library
Discarded/Weeded Library Materials

BOOKS

Title/Author/Number of copies

3 rd serving of chicken soup for the soul, a / Canfield, Jack	Blue day book for kids, the / Grieve, Bradley Trevor / 2
A sembrar sopa de verduras / Ehlert, Lois	Boo to you / Ehlert, Lois
ABC exhibit, the / Fisher, Leonard Everett	Book for bramble, a / Garner, Lynne / 2
Accidental zucchini, the : an unexpected alphabet / Grover, Max	Brother juniper / Gibfried, Diane
All things bright & beautiful: a collection of prayer and verse / Lanzrein, Helen	Buffalo woman / Goble, Paul
Amazing grace / Hoffman, Mary	Bugs / Greenberg, David T.
And here's to you / Elliot, David	Bumblebee at apple tree lane / Galvin, Laura Gates
Are you my mother / Eastman, P.D. / 2	Bunny of bluebell hill, the / Preston, Tim
Armando and the blue tarp school / Fine, Edith Hope	Buttons / Cole, Brock
At daddy's on Saturdays / Girard, Linda Woalvoord	Calligraphy school: a step-by-step guide to the fine art of lettering / Goffe, Gaynor
Babe ruth and the ice cream mess / Gutman, Dan	Care and feeding of fish, the / Frieden, Sarajo
Bad dog , marley / Grogan, John	Carolina clatter / Gerstein, Mordicai
Be nice to spiders / Graham, Margaret Bloy	Casey back at bat / Gutman, Dan
Bedspread, the / Fair, Sylvia	Chicken soup for the kid's soul / Canfield, Jack
Beep, beep / Gregorich, Barbara	Chicken soup for the soul of America: stories to heal the heart of our nation / Canfield, Jack
Big book for peace, the / Alexander, Lloyd	Chicken soup for the teacher's soul: stories to open the hearts and rekindle the spirits of educators / Canfield, Jack
Birthday buddies / Damon, Laura	Chicken soup for the teenage soul: the real deal challenge / Canfield, Jack / 2

Chicken soup for the teenage soul: the real deal friends / Canfield, Jack

Children's book of virtues, the / Bennett, William J.

Christina Katerina & the box / Gauch, Patricia Lee

Color zoo / Ehlert, Lois

Complete guide to drawing & painting / Reader's Digest

Corduroy / Freedman, Don / 2

Corduroy goes to the beach / Freeman, Don

Corduroy's best Halloween ever / McCue, Lisa / 2

Corduroy's hike / Freeman, Don

Count / Fleming, Denise

Counting / Filipel, Nina

Cow who clucked, the / Fleming, Denise

Deer mouse at old farm road / Galvin, Laura Gates

Diary of a wombat / French, Jackie

Dimity dumpty: the story of humpty's little sister / Graham, Bob

Dog in boots / Gormley, Greg

Dog in charge / Going, K. L.

Doodler doodling / Gelman, Rita Golden

Early words / Filipek, Nina

Elves and the shoemaker, the / Littledale, Freya

Elvis: rock 'n' roll legend / Doll, Susan

Emily and the enchanted frog / Griffith, Helen V.

Escape / Gayle, Sharon Shavers

Everyone cunts: a citizen's number book / Grodin, Elissa

Feast for 10 / Falwell, Cathryn

First part last, the / Johnson, Angela / 2

Fly on the ceiling, the: a math myth / Glass, Julie

For the love of the game: my story / Jordan, Michael

Fox and heggie / Guzzo, Sandra E.

Friends to the end for kids / Grieve, Bradley Trevor / 2

Frog prince, the / Grimm, Jacob

Ginger jumps / Ernst, Lisa Campbell

Gingerbread girl, the : goes animal crackers / Ernst, Lisa Campbell

Gingerbread man, the / Schmidt, Karen

Girl who loved wild horses, the / Goble, Paul

Golden locket, the / Freene, Carol

Goble, quack, moon / Gollub, Matthew

Grandpa's face / Greenfield, Eloise

Gregory's shadow / Freedman, Don

Guy gilchrist's thanks a lot, triceratot: a tiny dinos story about helping others / Gilchrist, Guy

Hattie and the fox / Fox, Mem

Her seven brothers / Globe, Paul

House that jack built, the / Falconer, Elizabeth

How are you peeling: foods with moods / Freymann, Saxton

How my parents learned to eat / Friedman, Ina R.

How smudge came / Gregory, Nan

I'll fix Anthony / Viorst, Judith

I am a promise / Gaither, Gloria

Ice bears / Guiberson, Brenda Z.

If I had a dragon / Eller, Tom

Ignacio's chair / Evangekista, Gloria

In the tall, tall grass / Fleming, Denise

Indoor plants: the essential guide to choosing and caring for houseplants / Courtier, Jane

January's child: the birthday month book / Gosline, Andrea Alban

Jorinda and joringel / Cutts, David

Just the way you are / Lucado, Max

Land before time, the / Frantz, Jennifer

Laura charlotte / Galbraith, Kathryn, O.

Life in the united states: true stories and humorous glimpses from America's most popular magazine / Reader's Digest

Little lost duckling, the / Barraclough, Sue

Livingstone mouse / Edwards, Pamela Duncan

Lucy's journey / Frantz, Jennifer / 2

Lupita's papalote / Ruiz-Flores, Lupe

Mama zooms / Cowen-Fletcher, Jane

Man who walked between he towers, the / Gerstein, Mordical

Marley goes to school / Grogan, John

Meanwhile / Feiffer, Jules

Meet lassie / Tellen, Ann

Millions of cats / Gag, Wanda / 3

Monkey and the crocodile, the : a jataka tale from india / Galdone, Paul

My heart is full of wishes / Grishaw, Joshua

Neeny coming, neeny going / English, Karen

New steps to service: common-sense advice for the school library media specialist / Wasman, Anne M.

Ninja on the farm / Flowers, Luke

Oh no, gotta go / Elya, Susan Middleton

Olivia and the school carnival / Gallo, Tina

Olivia forms a band / Falconer, Ian

Olivia goes to the library / Forte, Lauren

Olivia helps with Christmas / Falconer, Ian

On the farm / Robert Frederick Ltd.

Only what we could carry: the Japanese American internment experience / Inada, Lawson Fusao

Opposites / Filipeck, Nina

Out of the ocean / Fraiser, Debra

Over the river and through the woods / Gurney, John Steven

Owl moon / Yolen, Jane

Party in the jungle, A / Robert Frederick LTD.

Patchwork quilt, the / Flournoy, Valerie / 2

Penny / Gerver, Jane E.

Pet of the met / Freemna, Lydia

Pool of silver minnows, a: a fable for all ages / Emerson, Julia

Potpourri and fragrant crafts / Williams, Betsy

Pumpkin heads / Minor, Wendell

Quotable quotes: wit and wisdom for all occasion from america's most popular magazine / Reader's Digest

Raggedy ann & andy / Gruelle, Johnny

Riddle soup / Gregory, Valiska

Ruba dub dub / Eagle, Kin

Sam and the firefly / Eastman, P.D.

Sam Johnson and the blue ribbon quilt / Ernest, Lisa Campbell

Secret of the lost kingdom, the / Bolton. Michael

Shapes and colors / Filipek, Nina

Six sandy sheep / Enderle, Judith Ross

Sidewalk circus / Fleischman / Paul

Sleep, sleep, sleep: a lullaby for little ones around the world / Van Lann, Nancy

Sleeping moon / Atwell, David Lewis

Snow game, the / Griffith, Patricia

Sofie and the city / Grant, Karima

Spells / Gravett, Emily

Spider watching / French, Vivian

Spyglass, the: a story of faith / Evans, Richard Paul

Stephen's frog / Feldman, Barbara

Tenth good thing about barney, the / Viorst, Judith

This jazz man / Ehrhardt, Karen

This land is you land / Guthrie, Woody

Tiger can't sleep / Fore, S.J. / 3

Time / Filipek, Nina

Time to sleep / Fleming, Denise / 2

Time trains / Fleischman, Paul

Tinderbox, the / Andersen, Hans Christian

Today was a terrible day / Giff, Patricia Reilly

Tomas and the library lady / Mora, Pat

Traction man is here / Grey, Mini

Traction man meets turbodog / Grey, Mini

Twenty-five Mixtec cats, the / Gollub, Matthew

Valentine's day / Gibbons, Gail

Wake up, dad / Grindley, Sally

What do you like / Grejniec, Michael

When a line bends...a shape begins / Greene, Rhonda Gowler

When bluebell sang /Ernst, Lisa Campbell / 2

Where does the sun go at night / Ginsburg, Mirra

Where is the green sheep / Fox, Mem

Where once there was wood / Fleming, Denise

Who owns the sun / Chbosky, Stacy

Who wears glasses / Galan, Ana
With love from gran / Gackenbach, Dick
Wolves / Gravett, Emily
Wonderful pigs of jillian jigs, the / Gilman,
Phoebe
Word power quiz book: 1,000 word challenges
from America's most popular magazine /
Reader's Digest
Zeralda's orge / Ungerer, Tomi

CD/DVD

My side of the mountain
Roll of thunder, hear my cry / Taylor, Mildred
Rumble fish
Stratford
Summer of my German soldier, the
Way to happiness, the

KITS

African Americans / National Geographic
Society
Age of exploration / National Geographic
Society
Ancient Africa / National Geographic Society
Astronomy / National Geographic Society
Aztecs, Incas and Mayas /
Cells and microorganisms / National
Geographic Society

Colonial America / National Geographic
Society
Dynamic earth / National Geographic Society
Earth's history / National Geographic Society
Greece and rome / National Geographic
Society
Human body I, the / National Geographic
Society
Human body II, the / National Geographic
Society
Immigration / National Geographic Society
India and china / National Geographic Society
Insects & arachnids / National Geographic
Society
Lewis & Clark / National Geographic Society /
2
Louisiana purchase / National Geographic
Society
Middle ages / National Geographic Society
Middle ages, the / PBS
Oceans / National Geographic Society
Plants / National Geographic Society
Pollution / National Geographic Society
Renaissance / National Geographic Society
Return of the buffaloes / National Geographic
Society
Rocks and minerals / National Geographic
Society
Westward movement, the / National
Geographic Society

4. ADMINISTRATIVE: Action items:

4.1 Setting Date for Annual Organizational Meeting

NOTIFICATION OF ANNUAL ORGANIZATIONAL MEETING

To: (1) Tulare County Superintendent of Schools, Attention: Shelly DiCenzo
(2) Governing Board Members and Members-Elect of this District

Subject: **NOTIFICATION OF DATE AND TIME OF THE ANNUAL ORGANIZATIONAL MEETING** [Education Code §35143]

At a regular meeting of the governing board held on November 3, 2020, this board determined that the annual organizational meeting will take place as follows:

Annual Organizational Meeting of the Tipton Elementary School District

Date: December ____, 2020

Time: _____ a.m. x p.m.

Location *(Include location/site name, room # and complete address or Zoom link below)*

Tipton Elementary School District
370 N. Evans Rd.
Tipton, CA 93272
District Cafeteria

4. ADMINISTRATIVE: Action items:

**4.2 Quarterly Board Policy Updates – COVID-19
Mitigation Plan**

Tipton ESD

Board Policy

COVID-19 MITIGATION PLAN

BP 0470

Philosophy, Goals, Objectives and Comprehensive Plans

The following policy establishes actions that will be taken by the District to provide a safe learning and working environment during the coronavirus (COVID-19) pandemic. The Board acknowledges that, due to the evolving nature of the pandemic, federal, state, and local orders impacting district operations are subject to change without notice. This policy is intended to evolve to comply with federal, state, or local orders. In the event that any federal, state, or local order may conflict with this policy, the order shall govern.

(cf. [2210](#) - Administrative Leeway In Absence Of Board Of Trustees Policy)

(cf. [5141.22](#) - Infectious Diseases)

(cf. [9310](#) - Board Policies)

The Board may also adopt resolutions or take other actions as needed to respond to such orders or provide further direction during the pandemic.

The Board recognizes that students and staff have the right to a safe campus that protects their physical and psychological health and well-being. The Superintendent shall determine, as guided by federal, state, or local orders and guidance when campus safety has been compromised. School campuses shall only be open when deemed safe for in-person instruction, as deemed by the Superintendent and consistent with public health orders. The Board's decision to reopen school campuses for classes, small cohort in-person services, before or after school programs, child care centers, and/or preschool programs shall be made in consultation with state and local health officials, the county office of education, and any other appropriate entities. The District shall evaluate its capacity to implement safety precautions and to conduct full or partial school operations, and may consider student, parent/guardian, and community input.

(cf. [0400](#) - Comprehensive Plans)

(cf. [0450](#) - Comprehensive Safety Plan)

(cf. [3516](#) - Emergencies and Disaster Preparedness Plan)

Prior to the return to on-campus teaching and learning, the Superintendent or designee shall provide to students, parents/guardians, and staff current information about COVID-19, including its symptoms, how it is transmitted, how to prevent transmission, the current recommendations from the state and local departments of public health, and any other information and/or resources to prepare for a safe return to on-campus teaching and learning. The Superintendent or designee shall also provide information on the processes and protocols the District will follow to minimize the health risks associated with COVID-19, including, but not limited to, physically separating individuals (social distancing), limits on large

gatherings, the provision of personal protective equipment (PPE) such as masks and gloves, and the sanitization of facilities.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6020 - Parent Involvement)

Student Support

The Board recognizes that the consequences of the COVID-19 pandemic, including fear for one's safety, the economic crisis, the loss of school-based relationships, and disruptions in student learning, impact all students but may have a disproportionate effect on the youngest students, students with disabilities, those students most vulnerable to basic needs insecurity or child abuse and neglect, and other at-risk students.

As school campuses reopen, staff shall strive to provide a caring and nurturing educational environment for students. The district may provide instruction on social-emotional well-being to all students, including information on how to deal with stress and anxiety in healthy ways and the importance of emotional well-being for academic success.

(cf. [6142.8](#) - Comprehensive Health Education)

Staff shall pay careful attention to students' increased mental health concerns. Counseling, other support services, and/or referrals to other agencies shall be available to assist students in dealing with the social and emotional effects of COVID-19, such as stress, anxiety, depression, grief, social isolation, and post-traumatic stress disorder.

(cf. [5141.52](#) - Suicide Prevention)

(cf. [6164.2](#) - Guidance/Counseling Services)

(cf. [6164.5](#) - Student Success Teams)

As needed, the district may provide referrals of students and families to basic needs assistance or social services, and may assess students for eligibility for the free and reduced-price meal program or assistance under the McKinney-Vento Homeless Assistance Act.

(cf. [6173](#) - Education for Homeless Children)

The Superintendent or designee shall ensure that staff understand their obligations as mandated reporters to report suspected child abuse or neglect, regardless of whether the student is on campus or participating in distance learning.

(cf. [5141.4](#) - Child Abuse Prevention and Reporting)

The Superintendent or designee may provide information to staff and parents/guardians regarding how to provide mental health support to students. The Superintendent or designee may also provide counseling to staff who are experiencing emotional difficulties as a result of COVID-19.

Nondiscrimination

The Board prohibits discrimination based on actual or perceived medical condition or disability status. (Government Code [11135](#))

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff. (Education Code [49450](#))

(cf. [4119.23/4219.23/4319.23](#) - Unauthorized Release of Confidential/Privileged Information)

The Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on COVID status, exposure, or high-risk status.

(cf. [1312.3](#) - Uniform Complaint Procedures)

(cf. [5131.2](#) - Bullying)

Community Relations

The Superintendent or designee shall use a variety of methods to regularly communicate with students, parents/guardians, and the community regarding District operations, school schedules, and steps the District is taking to promote the health and safety of students. In addition, the members of the Board have a responsibility as community leaders to communicate matters of public interest in a manner that is consistent with Board policies and bylaws regarding public statements.

(cf. [1100](#) - Communication with the Public)

(cf. [1112](#) - Media Relations)

(cf. [9010](#) - Public Statements)

The District shall continue to collaborate with local health officials and agencies, community organizations, and other stakeholders to ensure that District operations reflect current recommendations and best practices for keeping students, staff, and visitors safe during the COVID-19 state of emergency. The Superintendent or designee shall keep informed about resources and services available in the community to assist students and families in need.

(cf. [1400](#) - Relations Between Other Governmental Agencies and the Schools)

(cf. [1700](#) - Relations Between Private Industry and the Schools)

While the Board recognizes the rights of parents/guardians to participate in the education of their children and the critical importance of parental involvement in the educational process, all visitors are limited to the parents/guardians of their children, who are encouraged to respect guidelines regarding social distancing and large gatherings. So long as required by public health guidelines, school sites shall be closed to non-approved visitors, including family members, who are not District employees, students or student's parents/guardians, unless agreed upon by the District administration. School visitors shall be limited in number and expected to observe all District protocols for COVID-19. The Superintendent or designee may place signage around the school advising that all visitors will be required to use PPE while on school sites and interacting with school personnel, and the District may keep a supply of such equipment available for their use.

(cf. [1240](#) - Volunteer Assistance)

(cf. [1250](#) - Visitors/Outsiders)

Use of school facilities by persons or organizations for community purposes involving large gatherings shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may only grant an exception if the number of participants in the activity will be limited and the person or organization follows the processes and protocols established by the district to minimize the health risks associated with COVID-19.

(cf. [1330](#) - Use of School Facilities)

The District will adhere to the guidance and directives presently issued by the State of California, California Department of Health, as well as orders from federal, state, or local health officials, and will consult guidance from the California Department of Education.

This policy is intended to reflect the evidence at the present time and may evolve as new evidence emerges and as information is gathered from other jurisdictions that have opened schools already. The District administration will continue to review guidance from state and local public health officials, monitor the spread of COVID-19 and its impact on the school and District operation, coordinate with the County Public Health Director, and take all reasonable steps needed to follow state and local public health directives.

4. ADMINISTRATIVE: Action items:

4.3 Agreement with M Green and Company for Auditing Services



M. Green and Company LLP

CERTIFIED PUBLIC ACCOUNTANTS

October 8, 2020

REBECCA AGREDANO, C.P.A.

MARLA D. BORGES, C.P.A.

NICOLE A. CENTOFANTI, C.P.A.

ELAINE D. HOPPER, C.P.A., C.F.E.

KATHLEEN M. LAMPE, C.P.A.

R. IAN PARKER, C.P.A.

MARY L. QUILLIN, C.P.A.

GIUSEPPE SCALIA, C.P.A.

NATALIE H. SIEGEL, C.P.A.

ROSALIND WONG, C.P.A.

LARRY W. AYERS, C.P.A.

JAMES G. DWYER, C.P.A.

KEVIN M. GREEN, C.P.A.

GREG GROEN, C.P.A.

WM. KENT JENSEN, C.P.A.

LYNN M. LAMPE, C.P.A.

ALAN S. MOORE, C.P.A.

KENNETH B. NUNES, C.P.A.

KEITH M. SPRAGUE, C.P.A.

KENNETH W. WHITE, JR., C.P.A.

NORIKO A. AWBREY, C.P.A.

TYLER J. CODAY, C.P.A.

BRENDA A. DADDINO, C.P.A.

JASON A. FRY, C.P.A., M.S.A.

MANNY GONZALEZ, C.P.A.

JASMAN S. KHOSA, C.P.A.

TRACY L. MCINTYRE, C.P.A.

KRYSTAL PARREIRA, C.P.A., M.S.A

RACHEL L. SCHROEDER, C.P.A.

GINILU VANDERWALL, C.P.A.

KRISTI WEAVER, C.P.A.

Board of Trustees and Management
Tipton Elementary School District
370 N. Evans Road
Tipton, California 93272

Enclosed please find an engagement agreement covering an audit of your District for the year ended June 30, 2020. We had previously provided an engagement agreement for multiple years and an agreement for the year ended June 30, 2020. However, it was discovered during the planning stages of the audit that the District expended more than \$750,000 in federal expenditures and therefore is subject to the new Uniform Guidance (Single Audit). The additional fee for this audit will be \$4,200. We have updated the agreement to include the language for the additional audit work as well as update the total audit fee. We have enclosed two copies the engagement agreement regarding an audit of your District for the year noted above. If you agree with its terms, please sign both copies of the agreement and return one copy to us and the second copy is for your files. If you have any questions or concerns about this agreement or any other matter, please contact the undersigned.

Very truly yours,

M. GREEN AND COMPANY LLP
Certified Public Accountants

Rebecca Agredano, CPA
Partner

RA/cg
Enclosures

*Hanford
Lindsay
Tulare
Visalia*



M. Green and Company LLP

CERTIFIED PUBLIC ACCOUNTANTS

June 30, 2020

REBECCA AGREĐANO, C.P.A.
MARLA D. BORGES, C.P.A.
NICOLE A. CENTOFANTI, C.P.A.
ELAINE D. HOPPER, C.P.A., C.F.E.
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KRISTI WEAVER, C.P.A.

Board of Trustees, Audit Committee and Management
Tipton Elementary School District
370 N. Evans Road
Tipton, California 93272

We are pleased to confirm our understanding of the services we are to provide Tipton Elementary School District for the year ended June 30, 2020. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Tipton Elementary School District as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Tipton Elementary School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, if presented, we will apply certain limited procedures to Tipton Elementary School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America and, if presented, will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules.
- 3) Schedule of the District's Proportionate Share of the Net Pension Liability.
- 4) Schedule of the District's Pension Contributions.
- 5) Schedule of Changes in the Net OPEB Liability and Related Ratios

*Hanford
Lindsay
Tulare
Visalia*

We have also been engaged to report on supplementary information other than RSI that accompanies Tipton Elementary School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditors' report on the financial statements.

- 1) All supplementary information and schedules required by the Education Audit Appeals Panel's *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, found In Title 5, Division 1.5, Chapter 3 of the California Code of Regulations.
- 2) Schedule of expenditures of federal awards.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditors' report will not provide an opinion or any assurance on that other information:

- 1) Combining Statements presented as Other Supplementary Information.

Audit Objectives

The objective of our audit is the expression of an opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
- Compliance with compliance requirements described in the *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the California Education Audit Appeals Panel that could have a direct and material effect on each of the District's state programs.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. The report on state compliance will include a paragraph that states that the purpose of the report is solely to describe the scope of testing of compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance outside of the items tested. All three reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the Education Audit Appeals Panel's *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, found in Title 5, Division 1.5, Chapter 3 of the California Code of Regulations; and the provisions of the Uniform Guidance, and will include tests of the accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Management and Board of Trustees of Tipton Elementary School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue reports, or withdrawing from the engagement. Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by auditing standards generally accepted in the United States of America.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Tipton Elementary School District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Tipton Elementary School District's major programs. The purpose of these procedures will be to express an opinion on Tipton Elementary School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

The State's audit guide, *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel requires that we also plan and perform the audit to obtain reasonable assurance about whether noncompliance with those compliance requirements that could have a direct and material effect on the state programs occurred. Our procedures will consist of examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we consider necessary in the circumstances. The purpose of these procedures will be to express an opinion on compliance for each applicable program in our report on state compliance issued pursuant to the State's audit guide, *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel requirements.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, related notes, required supplementary information, and other supplementary information of Tipton Elementary School District in conformity with accounting principles generally accepted in the United States of America, State's audit guide, *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel, and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. Other services we will provide as part of this engagement include preparing and submitting your annual Data Collection Form (Form SF-SAC for Uniform Guidance) with the Federal Audit Clearinghouse, posting client approved journal entries and proposing standard, and adjusting or correcting journal entries, preparing the calculation of pension benefits and calculation of other postemployment benefits. We will perform the services in accordance with applicable professional standards. The other services are limited to the services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedures or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements) and that certain state programs, specified in the Education Audit Appeals Panel's *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, are managed in compliance with applicable laws and regulations. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance and Education Audit Appeals Panel's *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole. Also, copies of all adjusting entries for all funds, in the SACS account format, will be provided to the Tulare County Office of Education.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance and the State's K-12 Audit Guide, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review when we begin our audit fieldwork.

With regard to including the auditors' report in an exempt offering document, you agree that the aforementioned auditors' report, or reference to M. Green and Company LLP, we will not be included in any such offering without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to an exempt offering document with which M. Green and Company LLP is not involved, you agree to clearly indicate in the exempt offering document that M. Green and Company LLP is not involved with the contents of such offering document.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with accounting principles generally accepted in the United States of America; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America and the State's K-12 Audit Guide; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, required supplementary information, and other supplementary information, preparing and submitting your annual Data Collection Form (Form SF-SAC for Uniform Guidance) with the Federal Audit Clearinghouse, posting client approved journal entries and proposing standard, adjusting or correcting journal entries, preparing the calculations of pension benefits and other postemployment benefits. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, related notes, required supplementary information, and other supplementary information, and other services as previously defined and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, related notes, required supplementary information, and other supplementary information and other services previously defined prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is also responsible for the design, implementation and administration of applicable policies that may be required under the *Affordable Care Act*. As M. Green and Company LLP is not rendering any legal services as part of our engagement, we will not be responsible for advising you with respect to the legal or regulatory aspects of your District's compliance with the *Affordable Care Act*.

In connection with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transmissions, including password protecting confidential documents. However, as email can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom it is directed and only to such parties, we cannot guarantee or warrant that email from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or unauthorized use or failed delivery of email transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

Engagement Administration, Fees, and Other

Our firm, as well as other accounting firms, participates in the AICPA's peer review program covering our audit and accounting practices. Under this program, our system of quality control is subjected to a peer review by a team of certified public accountants approved by the state administering entity. As part of this peer review, the team will review a sample of our work. It is possible that the work we perform for you may be selected for their review. If it is, the team is bound by professional standards to keep all information confidential.

We understand that your employees will prepare all cash, or other confirmations, conversion entries, audit worksheets and schedules we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner; it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the Tipton Elementary School District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of M. Green and Company LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to State Controller's Office, Federal Cognizant or Oversight Agency for Audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of M. Green and Company LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State Controller's Office, Federal Cognizant or Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

The audit shall be commenced as soon as mutually agreeable and shall be completed and a final report filed with the requisite agencies no later than the 15th day of December following the close of the fiscal year. The audit filing date can be extended only upon proper authorization by the State Controller's Office and the California Department of Education. Kathleen M. Lampe, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. To ensure that M. Green and Company LLP's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fee for these services will be based on the amount of time required at our billing rates, adjusted for the difficulty and potential risk of the work, plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$23,950. Our billing rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your engagement. This fee is based on anticipated cooperation from your personnel and the assumption that any unexpected circumstances, such as significant changes in audit guide procedures, implementations of and/or assistance with new GASB statements, or significant summarization procedures, will not be encountered during the audit. Any requests for additional work outside the scope of the audit will be billed at our standard audit rates, including the request to be available to present the annual audit report at a school board meeting.

All invoices will be due and payable upon presentation, and failure to pay them within a reasonable time (usually thirty (30) days), will relieve us from responsibility to perform further services. Financing charges will be added at 1.5 percent per month on all accounts unpaid over sixty (60) days after they are billed. Tipton Elementary School District acknowledges and agrees that we are not required to continue work in the event of Tipton Elementary School District's failure to pay on a timely basis for services rendered as required by this engagement letter.

Tipton Elementary School District further acknowledges and agrees that in the event we stop work or withdraw from this engagement as a result of Tipton Elementary School District's failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable to Tipton Elementary School District for any damages that occur as a result of our ceasing to render services. We may require a retainer or retainers, which will be applied to current billings as billed. If we elect to terminate our services, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The contract is null and void if M. Green and Company LLP is declared ineligible to perform LEA audits pursuant to Education Code 41020.5.

Of the audit fee, 10 percent must be withheld pending approval of the audit report by the State Controller. The 10 percent will be released upon certification by the State Controller that the report conforms to the reporting standards in the current audit guide (Education Code 14505).

In addition, you further agree that in the event our firm or any of its employees or agents is called as a witness or requested to provide any information whether oral, written or electronic in any judicial, quasi-judicial, or administrative hearing or trial regarding information or communications that you have provided to this firm, or any documents and workpapers prepared by M. Green and Company LLP in accordance with the terms of this agreement, you agree to pay any and all reasonable expenses including fees and costs for our time at our rates adjusted for the difficulty and potential risk of the work, as well as any legal or other fees that we incur as a result of such appearance or production of documents.

In recognition of the relative risks and benefits of this agreement to both client and the accounting firm, the client and the accounting firm have discussed and have agreed on the fair allocation of risk between them. As such, the client agrees, to the fullest extent permitted by law, to limit the liability of the accounting firm to the client for any and all claims, losses, costs and damages of any nature whatsoever, so that the total aggregate liability of the accounting firm to the client shall not be greater than the total fee for services rendered under this agreement. The client and the accounting firm intend and agree that this limitation applies to any and all liability or cause of action against the accounting firm, however alleged or arising, unless otherwise prohibited by law.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services disputes of the American Arbitration Association except that under all circumstances the arbitrator must follow the laws of California. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION. The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

As your CPA firm, we collect:

- Information provided by you from worksheets, documents, and discussions.
- Information that we develop as part of your engagement.

As your CPA firm, we are required to keep all information about our engagement confidential so we will not disclose any information about you unless we have your approval or are required/permitted by law. This applies even if you are no longer a client.

As your CPA firm, we are committed to the safekeeping of your confidential information and we maintain physical, electronic, and procedural safeguards to protect your information.

The documentation for this engagement is the property of M. Green and Company LLP and constitutes confidential information. It is our company policy to keep records related to client engagements for seven years. However, M. Green and Company LLP (typically) does not keep any original client records, so we will return those to you at the completion of the services rendered under your engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the seven year period, M. Green and Company LLP may destroy our records related to your engagement.

We have provided you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2017 peer review report accompanies this letter.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

We will be pleased to discuss this letter with you at any time.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign all three copies and return one copy to us and send one copy to the Tulare County Office of Education. The third copy is for your records.

Very truly yours,

M. Green and Company, LLP

M. GREEN AND COMPANY LLP
Certified Public Accountants

RLA/pm
Enclosures

RESPONSE:

This letter correctly sets forth the understanding of Tipton Elementary School District.

By: _____

Shirley Bettencourt

Title: _____

Superintendent

Date: _____

10/13/2020



1710 Gilbreth Road
Burlingame, CA 94010
(650) 522-3094
Fax: (650) 522-3080
peerreview@calcpa.org

February 08, 2018

Lynn Lampe
M. Green and Company, LLP
308 S M St
Tulare, CA 93274 5429

Dear Lynn Lampe:

It is my pleasure to notify you that on February 06, 2018, the California Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is November 30, 2020. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation and support of the profession's practice-monitoring programs.

Sincerely,

A handwritten signature in black ink that reads "Dawn E Brenner". The signature is written in a cursive, slightly slanted style.

Dawn Brenner
Peer Review Committee Chair
peerreview@calcpa.org (650) 522-3094
California Society of CPAs

CC: David Wilson, Marla Borges

Firm Number: 900010100246

Review Number: 549925

Grant Bennett Associates

A PROFESSIONAL CORPORATION

Report on the Firm's System of Quality Control

August 22, 2017

To the Partners of M. Green and Company, LLP and the Peer Review Committee of the California Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of M. Green and Company, LLP (the firm) in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of M. Green and Company, LLP in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. M. Green and Company, LLP has received a peer review rating of *pass*.

Grant Bennett Associates

GRANT BENNETT ASSOCIATES
A PROFESSIONAL CORPORATION
Certified Public Accountants



www.gbacpa.com

1375 Exposition Boulevard, Suite 230
Sacramento, CA 95815
916/922-5109 FAX 916/641-5200

P.O. Box 223096
Princeville, HI 96722
888/769-7323

GREAT DIVIDE INSURANCE COMPANY
A North Dakota Stock Corporation
A Member Company of W. R. Berkley Corporation

DECLARATIONS

ACCOUNTANTS PROFESSIONAL LIABILITY INSURANCE POLICY

Policy Number: CAB201019-06

Effective Date: 01/01/2020 at 12:01 A.M. Standard time at the address shown bel
Expiration Date: 01/01/2021 at 12:01 A.M. Standard time at the address shown bel
Retroactive Date: 07/01/1986

Item 1 - *Named Insured*: M. Green and Company, LLP

Item 2 - *Business Address*: 308 South M Street
Tulare, CA 93274

Item 3 - *Limits of Liability*: \$1,500,000 Per *Claim*
\$3,000,000 Policy Aggregate

Item 4 - *Deductibles*: \$25,000 Per *Claim* Deductible
\$75,000 Policy Aggregate Deductible

Item 5 - *Total Premium*: \$94,306

Item 6 - The policy consists of this Declarations page, and the following policy forms and endorsements:

BDP-PL-1000-A	03/15	Accountants Professional Liability Insurance Policy
BDP-PL-2001-A (CA)	03/15	State Endorsement - California
BDP-PL-1045-A	03/15	Cyber Security Breach Civil Proceedings
BDP-PL-1016-A	08/14	Special Exclusion Endorsement
BDP-PL-1056-A	06/16	Multiple Claims and Related Acts, Errors and Omissions Amendment

PLEASE READ THESE DECLARATIONS, THE POLICY AND ENDORSEMENTS CAREFULLY.

Great Divide Insurance Company



Authorized Representative

4. ADMINISTRATIVE: Action items:

- 4.4** Consider/Approve Increase in District Contribution to Health Benefits for Classified Management and Principal

MANAGEMENT				
Job Position	GROUPCORE	HOURS	PREMIUM	
Principal	40748C	8	1,455.48	
Business Manager	40748C	8	1,455.48	
Operation Transportation Supervisor	40748C	8	1,455.48	
Cafeteria Manager	40748C	8	1,455.48	
	4			\$5,821.92

OLD PREMIUM	PER MONTH	TOTAL ANNUAL	OVERALL COST TO DISTRICT
1448.48	7.00	84.00	
1448.48	7.00	84.00	
1448.48	7.00	84.00	
1448.48	7.00	84.00	
5,793.92	28.00	336.00	336.00

4 FTE
X12MOS

\$ 336.00

4. ADMINISTRATIVE: Action items:

4.5 Agreement for Professional Services for Wendy McPhetridge



**TIPTON ELEMENTARY SCHOOL DISTRICT
AGREEMENT FOR PROFESSIONAL SERVICES**

**2020 -21
Agreement No 2020-21Cafe**

This Agreement is entered into between the Tipton Elementary School District hereinafter referred to as the "District," and hereinafter referred to as the "Contractor" and dated, for reference, **Wendy McPhetridge**.

The parties agree as follows:

- I. CONSULTANT SERVICES Contractor agrees to perform during the term of this Agreement, the tasks, obligations and services set forth in the "Scope of Services" attached to and incorporated into this Agreement as "Appendix A".
2. PAYMENT Contractor agrees to undertake the work defined in Appendix A for:
 - b. **Payment at the rate of \$320 per day or \$40.00 per hour for periods of less than one day. Maximum of 2 hours every other week.**

In addition to these rates, Tipton Elementary School District will, reimburse Contractor for actual and necessary travel expenses, which will include meals and lodging only if overnight stay is required. Car travel outside of Tulare County or by air will not be reimbursed unless previously approved by an authorized agent, Superintendent.

All payments will be based on **timesheets** submitted to the Tipton Elementary School District by Contractor and approved by the District's authorized representative.

Contractor will complete a timesheet and submit to the District no later than the 15th day of the current payroll month, for services performed and expenses incurred during the previous or current month (up to the 15th day). The District will render payment during the end of the month payroll cycle.

3. TERM OF AGREEMENT The term of this Agreement begins on **November 4, 2020** and ends **May 28, 2021**. Extension or renewal requires approval of the Superintendent or authorized representative. Unless compensation is fixed on the basis of a daily or hourly rate, compensation will not be increased upon extension of the Agreement without approval of the Superintendent or authorized representative.

This Agreement may be terminated by the District at any time on 15 days prior written notice to the Contractor. In the event of termination for reasons other than cause, the District will pay the Contractor for work done up to the time of termination. In the event of termination for cause, Contractor need be compensated only to the extent required by law.

4. TIME FOR PERFORMANCE All services required of the Contractor will be completed on or before the specified end of the term.
5. RECORDS Contractor will maintain full and accurate records in connection with this Agreement and will make them available to the District for inspection at any time. Contractor's work product produced under this Agreement shall be the property of the District.
6. STATUS OF CONTRACTOR The District and Contractor agree that Contractor, in performing the services specified in this Agreement, shall act as an independent Contractor and shall have control of all work and the manner in which it is performed. Contractor shall be free to contract for similar service to be performed for other employers while under contract with the District. Contractor will not accept such engagements, which interfere with performance under this Agreement. Contractor is not entitled to participate in any pension plan, insurance, bonus or similar benefits the District provides for its employees.



It is further agreed that Contractor shall:

- be responsible for setting their own work schedule and work hours;
 - provide for their own supplies, tools or instruments used at work;
 - work out of their own home, office or business establishment and not from a set location at any District site; and
 - abide by any and all factors affecting independent contractor status.
7. HOLD HARMLESS Contractor shall hold Tipton Elementary School District, its officers, agents, and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of Contractor, its officers, agents or employees taken under this Agreement.
8. COMPLIANCE WITH LAWS Contractor shall comply with all applicable federal, state and local laws, rules, regulations and ordinances involving its employees, including workers' compensation and tax laws.
9. MODIFICATION OR ASSIGNMENT. This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved in writing by the Superintendent or authorized agent and authorized representatives of the parties and their business addresses as follows:

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below.

CONTRACTOR

Wendy McPherridge 10-29-20
Signature Date

Wendy McPherridge 920-5279
Print Name Phone #

4861520436
Employee ID Number

P.O. Box 711
Address
Priley, CA 93256
City

TIPTON ELEMENTARY SCHOOL DISTRICT

Shirley Battenant 10/29/2020
Approved by Date

Shirley Battenant Superintendent
Print Name Title

OFFICE USE ONLY:

Requested by: District Administrator _____ Date _____

Source of funding _____ Budget Classification _____
Cafeteria Excess Funds 20/21

Fingerprint Clearance: Yes ___ No ___ T.B. Clearance Yes ___ No ___

SUBMIT TIMESHEET TO:
Maryann Henry
Business Office
Tipton Elementary School District
P.O. Box 787
Tipton, CA. 93272

4. ADMINISTRATIVE: Action items:

4.6 Resolution #2020-2021-04 Adopting California Uniform Public Construction Cost Accounting Procedures and Informal Bidding Ordinance

TIPTON ELEMENTARY SCHOOL DISTRICT

Board Agenda Item

Agenda Item No: 4.6

Supplement No.

Meeting Date: November 3, 2020

Subject:

Adoption of California Uniform Public Construction Cost Accounting Procedures and Informal Bidding Ordinance.

Action Requested:

The Board is asked to approve the attached Resolution # 2020-2021-04, adopting California Uniform Public Construction Cost Accounting Procedures and Informal Bidding Ordinance.

Discussion:

The Act was enacted in 1983 and is set forth at sections 22000, et seq. It provides an alternative method for public agencies to obtain bids for and perform public work construction projects.

The Act created the California Uniform Construction Cost Accounting Commission (CUCCAC) and requires public agencies interested in using the procedures available under the Act to adopt the uniform construction cost accounting procedures promulgated and administered by CUCCAC. Agencies that elect to do so may perform a greater range of projects themselves by force account or without bidding (effective January 1, 2019, projects valued at \$60,000 or less) and may receive bids and award projects valued at \$200,000 or less by certain informal bidding procedures (discussed below) that can speed up the process of awarding contracts for those projects.

Once a public agency has opted into the Act, the entire entity is subject to the Act, and no departments are exempt. Moreover, contracting by the District will be governed by the uniform cost accounting statutes in sections 22000, et seq., until such time as the District chooses to “opt out” of the Act, which is accomplished by a resolution filed with the State Controller’s Office.

RESOLUTION No. 2020-2021-04
BEFORE THE BOARD OF TRUSTEES OF THE
TIPTON ELEMENTARY SCHOOL DISTRICT
TULARE COUNTY, CALIFORNIA

In the Matter of California Uniform)	RESOLUTION ADOPTING CALIFORNIA
Public Construction Cost Accounting)	UNIFORM PUBLIC CONSTRUCTION COST
Act)	ACCOUNTING PROCEDURES AND
_____)	INFORMAL BIDDING ORDINANCE

WHEREAS, in order for the Tipton Elementary School District (“District”) to be permitted to utilize the alternative bidding procedures set forth in Public Contract Code (“PCC”) section 22032, et seq., the Board must first elect to adopt uniform public construction cost accounting procedures pursuant to PCC section 22000 et seq., the California Uniform Public Construction Cost Accounting Act (“Act”); and

WHEREAS, PCC section 22034 requires District to enact an Informal Bidding Ordinance, as detailed herein, if it elects to utilize an alternative bid procedure for public works projects as described in PCC section 22030 et seq.; and

WHEREAS, it appears to be in the best interest of District to enact the Informal Bidding Ordinance pursuant to the alternative procedure for public works bids.

NOW, THEREFORE, the Board of Trustees of the Tipton Elementary School District finds, determines, and orders as follows:

1. The foregoing recitals are adopted as true and correct.
2. The Board elects under Public Contract Code section 22030 to become subject to the uniform construction cost accounting procedures set forth in the Act and to the California Uniform Public Construction Cost Accounting Commission’s policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended.
3. The Board directs the Superintendent, or her designee, to mail a certified copy of this Resolution to the Office of State Controller, Division of Accounting and Reporting, Local Government Policies Section, P.O. Box 942850, Sacramento, CA 94250.
4. The Board hereby enacts an Informal Bidding Ordinance (“Ordinance”) as follows:

INFORMAL BIDDING ORDINANCE

1. Tipton Elementary School District (“District”) shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be as determined by the California Uniform Construction Cost Accounting Commission.
2. Where a public project to be performed is subject to the provisions of this Ordinance, a notice inviting informal bids shall be sent to all contractors for the category of work to be bid, as shown on the list developed in accordance with this Ordinance, or to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Public Contract Code section 22036. Additional contractors and/or construction trade journals may be notified at the discretion of the Superintendent or authorized designee. If the product or service out for bid is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.
3. All notices to contractors and/or construction trade journals pursuant to subdivision (2) above shall be completed not less than ten (10) calendar days before bids are due.
4. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for the submission of bids.
5. The Board, to the extent it does not make the award itself, hereby delegates authority to award informal contracts subject to the Ordinance to the Superintendent or authorized designee.
6. Consistent with Public Contract Code section 22032, public works projects that are less than the informal bid limit may be performed by the employees of District by force account, by negotiated contract, or by purchase order. Public works projects that are less than the formal bid limit may be informally bid, except as described in Public Contract Code section 22034(d). All public works projects subject to formal bidding shall be subject to the notice procedures contained in Public Contract Code section 22037.
7. The Ordinance may be used in conjunction with, or in place of, to the extent provided by law, other Public Contract Code requirements at the discretion of District.
8. The Ordinance is effective on the date approved by Resolution of the Board. The Ordinance shall be amended from time to time by any subsequent amendments or changes to the Act.

* * * * *

This Resolution was adopted at a duly called regular meeting of the Tipton Elementary School District held on November 3, 2020.

AYES: _____

NOES: _____

ABSENT: _____

Greg Rice
President, Board of Trustees
Tipton Elementary School District
Tulare County, California

I, Iva Sousa, Clerk to the Board of Trustees of the Tipton Elementary School District, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees at its regular meeting held on November 3, 2020.

Iva Sousa
Clerk, Board of Trustees
Tipton Elementary School District
Tulare County, California

4. ADMINISTRATIVE: Action items:

4.7 Approve/Ratify Purchase of Van

Purchase Order

Tipton Elementary School District
 P. O. Box 787
 370 North Evans
 Tipton, CA 93272

PO No: 210205

10/21/2020
Requested By: yvonnem

Vendor:	014421
JIM BURKE FORD LINCOLN 2001 OAK STREET BAKERSFIELD, CA 93301	

Bill To:	
Tipton Elementary School District P. O. Box 787 370 North Evans Tipton (559) 752-4213	CA 93272

Remit To:
PO BOX 2088 BAKERSFIELD, CA 93303

Ship To:	
Tipton Elementary School District P O Box 787 370 N Evans Road Tipton, CA 93272- 5597524213	

Project No: STACEY BETTENCOURT
Confirmation:

Req No: 000209

Qty	Unit	Description	Unit Price	Total Cost	T
1.00	Each	2020 FORD TRANSIT VIN#1FMZK1Y89LKA81909	\$36,823.23	\$36,823.23	N
1.00	Each	DELIVERY FEE	\$300.00	\$300.00	N

AccountNo	Amount
010-32200-0-00000-85000-64000-0	\$37,123.23

Sub Total:	\$37,123.23
Total Discount:	\$0.00
Tax:	\$0.00
Freight:	\$0.00
Total:	\$37,123.23

Approved By: 

PO No: 210205

5. FINANCE: Action items:

5.1 Vendor Payments

November 3, 2020 Board Meeting

APY List

FISCAL YEAR 2020-2021

Date Paid between 10/1/2020 and 10/28/2020

COVID EXP.

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount
14391	AGUIRRE,JESSICA	210510	10/16/2020	REIMB.9.4.20	010-90101-0-11100-31300-52000-0	\$24.84
12788	ARAMARK UNIFORM SERVICES INC	210403	10/2/2020	503000131298	010-00000-0-00000-81000-56000-0	\$451.53
12788	ARAMARK UNIFORM SERVICES INC	210450	10/9/2020	503000136163	010-00000-0-00000-81000-56000-0	\$451.53
12788	ARAMARK UNIFORM SERVICES INC	210486	10/16/2020	503000140819	010-00000-0-00000-81000-56000-0	\$467.20
13904	AT&T	210501	10/16/2020	BAN9391028859	010-00000-0-00000-81000-59000-0	\$40.66
14101	B&B PEST CONTROL SERVICE	210451	10/9/2020	01-TIP-09-20	010-00000-0-00000-81000-58000-0	\$170.00
13286	BETTENCOURT, STACEY	210506	10/16/2020	REIMB.COVID SIGNS	010-32200-0-00000-81000-43000-0	\$48.79
12548	CALIFORNIA TURF EQUIP. & SUPP.	210475	10/9/2020	464895	010-81500-0-00000-81000-43000-0	\$158.11
12548	CALIFORNIA TURF EQUIP. & SUPP.	210476	10/9/2020	463559	010-81500-0-00000-81000-43000-0	\$1,021.78
13954	CANBY'S ACS, INC.	210503	10/16/2020	28505	010-81500-0-00000-81000-43000-0	\$888.84
13309	CASBO	210435	10/2/2020	629212	010-00000-0-00000-72000-52000-0	\$305.00
13247	COALITION FOR ADEQ.SCH.HOUS.	210436	10/2/2020	142532	010-00000-0-00000-71000-53000-0	\$193.00
13459	DELL MARKETING L.P.	210404	10/2/2020	10426753407	010-32200-0-11100-10000-44000-0	\$908.32
13459	DELL MARKETING L.P.	210455	10/9/2020	10428068339	010-32200-0-11100-10000-44000-0	\$1,819.41
5481	EMPLOYMENT DEVELOPMENT DEPT.	210505	10/16/2020	94238433 Q3.2020	010-00000-0-00000-00000-95025-0	\$425.40
14374	F & M VISA b	210441	10/2/2020	7885 BETTENCOURT	010-00000-0-11100-10000-58000-0	\$179.88
14387	F & M VISA h	210443	10/2/2020	8453 HENRY	010-30100-0-11100-10000-43000-0	\$81.54
14387	F & M VISA h	210444	10/2/2020	8453 HENRY	010-32200-0-11100-10000-44000-0	\$1,205.28
14387	F & M VISA h	210445	10/2/2020	8453 HENRY	010-07200-0-11100-24203-58000-0	\$99.00
14387	F & M VISA h	210446	10/2/2020	8453 HENRY	010-00000-0-00000-27000-43000-0	\$280.10
14387	F & M VISA h	210447	10/2/2020	8453 HENRY	010-00000-0-00000-27000-43000-0	\$41.97
14419	GOGUARDIAN	210454	10/9/2020	INV27767	010-32200-0-11100-10000-58000-0	\$11,700.00
14315	HCI SYSTEMS	210502	10/16/2020	167282	010-00000-0-00000-81000-58000-0	\$5,585.00
14164	IEC POWER LLC	210439	10/2/2020	TESD-OM-INV30	010-99900-0-00000-81000-58000-0	\$2,686.62
13957	INFINITY COMM. & CONSUL., INC.	210504	10/16/2020	11435	010-00000-0-00000-71000-58000-0	\$3,375.00
14244	J & E DIESEL	210495	10/16/2020	INV0353	010-07230-0-00000-36000-56000-0	\$503.50
14421	JIM BURKE FORD LINCOLN	210512	10/27/2020	720899	010-32200-0-00000-85000-64000-0	\$37,123.23
13961	LOWE'S	210477	10/9/2020	920223	010-81500-0-00000-81000-43000-0	\$257.70
13961	LOWE'S	210478	10/9/2020	908815	010-81500-0-00000-81000-43000-0	\$227.45
13961	LOWE'S	210479	10/9/2020	908423	010-81500-0-00000-81000-43000-0	\$264.53
13961	LOWE'S	210480	10/9/2020	908071	010-81500-0-00000-81000-43000-0	\$290.79
13961	LOWE'S	210481	10/9/2020	908729	010-81500-0-00000-81000-43000-0	\$53.44
13961	LOWE'S	210482	10/9/2020	906816	010-81500-0-00000-81000-43000-0	\$80.34
13961	LOWE'S	210483	10/9/2020	909824	010-81500-0-00000-81000-43000-0	\$367.70
13961	LOWE'S	210484	10/9/2020	920221	010-81500-0-00000-81000-43000-0	\$154.03

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount
13961	LOWE'S	210016	10/9/2020	917671	010-81500-0-00000-81000-43000-0	-\$291.27
13961	LOWE'S	210485	10/9/2020	998922	010-00000-0-00000-81000-43000-0	\$245.64
12270	LOZANO SMITH	210492	10/16/2020	2119427	010-00000-0-00000-71000-58000-0	\$246.75
12270	LOZANO SMITH	210493	10/16/2020	2119429	010-00000-0-00000-71000-58000-0	\$98.70
12270	LOZANO SMITH	210494	10/16/2020	2119430	010-00000-0-00000-71000-58000-0	\$2,344.12
14418	LYRICS2LEARN LLC	210412	10/2/2020	2559	010-32200-0-11100-10000-58000-0	\$150.00
14092	MEDICAL BILLING TECH, INC.	210474	10/9/2020	AR-31970	010-56400-0-00000-31400-58000-0	\$2,160.00
11531	MORRIS LEVIN & SON	210496	10/16/2020	50091772	010-81500-0-00000-81000-43000-0	\$247.50
12836	OFFICE DEPOT, INC.	210421	10/2/2020	123800473001	010-00000-0-00000-71500-43000-0	\$3.75
12836	OFFICE DEPOT, INC.	210422	10/2/2020	123799648001	010-00000-0-00000-71500-43000-0	\$53.85
12836	OFFICE DEPOT, INC.	210423	10/2/2020	125258992001	010-11000-0-11100-10000-43000-0	\$10.97
12836	OFFICE DEPOT, INC.	210424	10/2/2020	125182348001	010-11000-0-11100-10000-43000-0	\$107.42
12836	OFFICE DEPOT, INC.	210425	10/2/2020	112044343002	010-11000-0-11100-10000-43000-0	\$21.55
12836	OFFICE DEPOT, INC.	210426	10/2/2020	121136462001	010-11000-0-11100-10000-43000-0	\$113.92
12836	OFFICE DEPOT, INC.	210427	10/2/2020	115818519001	010-11000-0-11100-10000-43000-0	\$4.30
12836	OFFICE DEPOT, INC.	210428	10/2/2020	112862938001	010-11000-0-11100-10000-43000-0	\$116.14
12836	OFFICE DEPOT, INC.	210469	10/9/2020	126498478001	010-60100-0-11100-10000-43000-0	\$24.11
12836	OFFICE DEPOT, INC.	210470	10/9/2020	121074283001	010-60100-0-11100-10000-43000-0	\$51.71
12836	OFFICE DEPOT, INC.	210471	10/9/2020	126497321001	010-60100-0-11100-10000-43000-0	\$81.79
12836	OFFICE DEPOT, INC.	210472	10/9/2020	119273972001	010-60100-0-11100-10000-43000-0	\$104.23
12836	OFFICE DEPOT, INC.	210473	10/9/2020	121053016001	010-60100-0-11100-10000-43000-0	\$165.17
12836	OFFICE DEPOT, INC.	210497	10/16/2020	127167980001	010-32200-0-11100-10000-43000-0	\$290.91
12836	OFFICE DEPOT, INC.	210498	10/16/2020	123789399001	010-11000-0-11100-10000-43000-0	\$64.64
12836	OFFICE DEPOT, INC.	210499	10/16/2020	118944967001	010-11000-0-11100-10000-43000-0	\$189.63
12836	OFFICE DEPOT, INC.	210500	10/16/2020	128035788001	010-11000-0-11100-10000-43000-0	\$157.40
13562	ORIENTAL TRADING CO.	210449	10/9/2020	704875541-02	010-60100-0-11100-10000-43000-0	\$38.33
14324	PACIFIC WESTERN BANK PAYMENTS	210511	10/27/2020	04090109152-01000	010-99900-0-00000-91000-74380-0	\$21,618.26
14273	PITNEY BOWES INC	210440	10/2/2020	1016277233	010-00000-0-00000-72000-43000-0	\$64.10
14273	PITNEY BOWES INC	210442	10/2/2020	1016380786	010-00000-0-00000-72000-59000-0	\$89.42
14179	PURCHASE POWER	210409	10/2/2020	8000-9090-0869-7114	010-00000-0-00000-72000-59000-0	\$37.01
14330	ROSETTA STONE LTD.	210457	10/9/2020	11112224	010-42010-9-11100-10000-58000-0	\$1,354.00
14396	S & S AG AND AUTO PARTS	210414	10/2/2020	003052	010-07230-0-00000-36000-43000-0	\$13.98
14396	S & S AG AND AUTO PARTS	210415	10/2/2020	003135	010-07230-0-00000-36000-43000-0	\$53.86
14357	SANCHEZ CONNIE	210453	10/9/2020	COVID REIMB.	010-32200-0-00000-37000-43000-0	\$51.72
14417	SEESAW LEARNING, INC	210458	10/9/2020	2020-39402	010-32200-0-11100-10000-58000-0	\$990.00
14111	SISC	210507	10/16/2020	OCT HW RET.BRD.ACTV	010-00000-0-00000-71000-34020-0	\$7,277.40
14111	SISC	210508	10/16/2020	OCT HW RET.BRD.ACTV	010-00000-0-00000-00000-95028-0	\$19,429.32
14111	SISC	210509	10/16/2020	OCT HW RET.BRD.ACTV	010-00000-0-00000-00000-95024-0	\$63,230.60
5383	SOUTHERN CALIF EDISON CO	210413	10/2/2020	3-003-6248-80	010-99900-0-00000-81000-55000-0	\$7,052.51
14320	STEVENS REFRIGERATION HEAT&AIR	210459	10/9/2020	42815092120	010-81500-0-00000-81000-58000-0	\$804.78

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount
13366	TAMARA MORTON	210448	10/6/2020	61954008	010-11000-0-11100-10000-43000-0	\$100.00
14369	THE HOME DEPOT PRO	210429	10/2/2020	569478316	010-00000-0-00000-81000-43000-0	\$271.92
14369	THE HOME DEPOT PRO	210430	10/2/2020	569005655	010-00000-0-00000-81000-43000-0	\$182.05
14369	THE HOME DEPOT PRO	210431	10/2/2020	561144585	010-00000-0-00000-81000-43000-0	\$13.04
14369	THE HOME DEPOT PRO	210432	10/2/2020	563391275	010-00000-0-00000-81000-43000-0	\$151.12
14369	THE HOME DEPOT PRO	210433	10/2/2020	565109055	010-00000-0-00000-81000-43000-0	\$400.40
12264	TIPTON AUTO PARTS	210467	10/9/2020	15037	010-81500-0-00000-81000-43000-0	\$3.76
12264	TIPTON AUTO PARTS	210468	10/9/2020	15735	010-81500-0-00000-81000-43000-0	\$30.16
5760	TIPTON COMMUNITY SERVICES DIST	210462	10/9/2020	10040002	010-00000-0-00000-81000-55000-0	\$907.22
14414	T-MOBILE USA INC.	210434	10/2/2020	970029235	010-32200-0-11100-10000-59000-0	\$4,872.00
13463	TULARE COUNTY OFFICE OF EDUCAT	210437	10/2/2020	210109	010-00000-0-00000-72000-59000-0	\$69.57
12324	TULE TRASH COMPANY	210460	10/9/2020	80049	010-00000-0-00000-81000-55000-0	\$882.34
14415	VARI SALES CORPORATION	210417	10/2/2020	IVC-2-1597942	010-32200-0-11100-10000-43000-0	\$8,727.21
14415	VARI SALES CORPORATION	210416	10/2/2020	IVC-2-1597942	010-32200-0-11100-10000-44000-0	\$517.36
13333	VERIZON WIRELESS	210418	10/2/2020	9863199147	010-00000-0-00000-81000-59000-0	\$717.34

010-General Fund Total Expenditures:

\$218,645.22

FUND 130 CAFETERIA

CAFETERIA FUND 130

14101	B&B PEST CONTROL SERVICE	210452	10/9/2020	01-TIP-09-20	130-53100-0-00000-37000-58000-0	\$40.00
14397	FIRST QUALITY PRODUCE	210410	10/2/2020	357784	130-53100-0-00000-37000-47000-0	\$382.35
14397	FIRST QUALITY PRODUCE	210411	10/2/2020	357970	130-53100-0-00000-37000-47000-0	\$173.94
14397	FIRST QUALITY PRODUCE	210487	10/16/2020	358284	130-53100-0-00000-37000-47000-0	\$293.50
14397	FIRST QUALITY PRODUCE	210488	10/16/2020	358179	130-53100-0-00000-37000-47000-0	\$583.94
14397	FIRST QUALITY PRODUCE	210489	10/16/2020	358579	130-53100-0-00000-37000-47000-0	\$309.50
12921	GOLD STAR FOODS INC.	210456	10/9/2020	3448443	130-53100-0-00000-37000-47000-0	\$184.50
12921	GOLD STAR FOODS INC.	210015	10/9/2020	1395697	130-53100-0-00000-37000-47000-0	-\$2.25
12836	OFFICE DEPOT, INC.	210014	10/2/2020	122020824001	130-53100-0-00000-37000-43000-0	-\$184.22
12836	OFFICE DEPOT, INC.	210419	10/2/2020	115215237001	130-53100-0-00000-37000-43000-0	\$184.22
14287	P & R Paper Supply Company, In	210012	10/2/2020	10877197-00	130-53100-0-00000-37000-43000-0	-\$274.80
14287	P & R Paper Supply Company, In	210408	10/2/2020	10877190-00	130-53100-0-00000-37000-43000-0	\$873.74
13191	PRODUCERS DAIRY FOODS	210405	10/2/2020	48085009539	130-53100-0-00000-37000-47000-0	\$269.73
13191	PRODUCERS DAIRY FOODS	210406	10/2/2020	48085009540	130-53100-0-00000-37000-47000-0	\$350.89
13191	PRODUCERS DAIRY FOODS	210407	10/2/2020	48085017144	130-53100-0-00000-37000-47000-0	\$505.01
13191	PRODUCERS DAIRY FOODS	210466	10/9/2020	48085019268	130-53100-0-00000-37000-47000-0	\$509.59

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount
13130	SYSCO FOOD SERVICES	210464	10/9/2020	284547154	130-53100-0-00000-37000-47000-0	\$3,586.91
13130	SYSCO FOOD SERVICES	210465	10/9/2020	284556515	130-53100-0-00000-37000-47000-0	\$692.13
13130	SYSCO FOOD SERVICES	210490	10/16/2020	284562384	130-53100-0-00000-37000-47000-0	\$2,470.17
12324	TULE TRASH COMPANY	210461	10/9/2020	80048	130-53100-0-00000-81000-55000-0	\$1,194.63
12650	VALLEY FOOD SERVICE	210463	10/9/2020	390015	130-53100-0-00000-37000-47000-0	\$2,011.69
12650	VALLEY FOOD SERVICE	210491	10/16/2020	390494	130-53100-0-00000-37000-47000-0	\$1,192.39
14249	ZEE MEDICAL SULLIVAN CO	210438	10/2/2020	66268039	130-53100-0-00000-37000-43000-0	\$54.14

130-Cafeteria Fund Total Expenditures: \$15,401.70

TOTAL PAYMENTS \$234,046.92

5. **FINANCE:** Action items:

5.2 Budget Revisions

Budget Revision Report

Bdg Revision Final

Control Number: 102855957

Account Classification		Approved / Revised	Change Amount	Proposed Budget
Fund: 0100	General Fund			
Revenues				
Federal Revenues				
	010-30100-0-00000-00000-82900-0	\$247,867.00	(\$74,688.13)	\$173,178.87
	010-30100-1-00000-00000-82900-0	\$172,898.58	\$102,256.42	\$275,155.00
	010-40350-0-00000-00000-82900-0	\$32,960.00	\$534.00	\$33,494.00
	010-40350-1-00000-00000-82900-0	\$0.00	\$33,088.00	\$33,088.00
	010-40350-9-00000-00000-82900-0	\$0.00	\$2,015.57	\$2,015.57
	010-41270-0-00000-00000-82900-0	\$18,208.00	\$282.00	\$18,490.00
	010-41270-1-00000-00000-82900-0	\$0.00	\$18,266.00	\$18,266.00
	010-41270-9-00000-00000-82900-0	\$0.00	\$3,180.71	\$3,180.71
	010-42010-1-00000-00000-82900-0	\$3,344.00	\$530.00	\$3,874.00
	010-42010-9-00000-00000-82900-0	\$1,616.14	\$64.35	\$1,680.49
	010-42030-0-00000-00000-82900-0	\$38,311.00	(\$36,159.69)	\$2,151.31
	010-42030-1-00000-00000-82900-0	\$0.00	\$37,752.00	\$37,752.00
	Total:	\$515,204.72	\$87,121.23	\$602,325.95
Total Revenues		\$515,204.72	\$87,121.23	\$602,325.95
Expenditures				
Certificated Salaries				
	010-30100-0-11100-10000-11003-0	\$5,500.00	(\$5,500.00)	\$0.00
	010-30100-0-11350-10000-11000-0	\$26,314.00	(\$26,314.00)	\$0.00
	010-30100-1-11100-10000-11003-0	\$0.00	\$5,500.00	\$5,500.00
	010-30100-1-11350-10000-11000-0	\$0.00	\$26,314.00	\$26,314.00
	010-40350-0-11100-10000-11003-0	\$3,000.00	(\$3,000.00)	\$0.00
	010-40350-0-11100-24900-19000-0	\$7,177.00	(\$1,523.00)	\$5,654.00
	010-40350-1-11100-10000-11003-0	\$0.00	\$6,000.00	\$6,000.00
	010-40350-1-11100-24900-19000-0	\$0.00	\$1,454.00	\$1,454.00
	010-40350-9-11100-24900-19000-0	\$0.00	\$1,409.79	\$1,409.79
	010-42030-0-11100-24900-19000-0	\$7,177.00	(\$5,674.44)	\$1,502.56
	010-42030-1-11100-24900-19000-0	\$0.00	\$7,220.00	\$7,220.00
	Total:	\$49,168.00	\$5,886.35	\$55,054.35

Budget Revision Report

Bdg Revision Final

Control Number: 102855957

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Classified Salaries			
010-30100-0-11100-10000-21000-0	\$127,057.00	(\$35,642.00)	\$91,415.00
010-30100-1-11100-10000-21000-0	\$0.00	\$35,642.00	\$35,642.00
010-42030-0-11100-10000-21000-0	\$25,016.00	(\$25,016.00)	\$0.00
010-42030-1-11100-10000-21000-0	\$0.00	\$25,016.00	\$25,016.00
Total:	\$152,073.00	\$0.00	\$152,073.00
Employee Benefits			
010-30100-0-11100-10000-32020-0	\$27,619.00	(\$8,701.00)	\$18,918.00
010-30100-0-11100-10000-33013-0	\$80.00	(\$80.00)	\$0.00
010-30100-0-11100-10000-33022-0	\$8,002.00	(\$2,332.00)	\$5,670.00
010-30100-0-11100-10000-33023-0	\$1,577.00	(\$249.00)	\$1,328.00
010-30100-0-11100-10000-35010-0	\$3.00	(\$3.00)	\$0.00
010-30100-0-11100-10000-35020-0	\$64.00	(\$18.00)	\$46.00
010-30100-0-11100-10000-36010-0	\$217.00	(\$217.00)	\$0.00
010-30100-0-11100-10000-36020-0	\$4,711.00	(\$1,300.00)	\$3,411.00
010-30100-0-11100-10000-37020-0	\$507.00	(\$354.00)	\$153.00
010-30100-0-11100-10000-37520-0	\$248.00	(\$124.00)	\$124.00
010-30100-0-11350-10000-31010-0	\$4,765.00	(\$4,765.00)	\$0.00
010-30100-0-11350-10000-33013-0	\$348.00	(\$348.00)	\$0.00
010-30100-0-11350-10000-35010-0	\$12.00	(\$12.00)	\$0.00
010-30100-0-11350-10000-36010-0	\$948.00	(\$948.00)	\$0.00
010-30100-1-11100-10000-31010-0	\$0.00	\$889.00	\$889.00
010-30100-1-11100-10000-32020-0	\$0.00	\$8,701.00	\$8,701.00
010-30100-1-11100-10000-33013-0	\$0.00	\$80.00	\$80.00
010-30100-1-11100-10000-33022-0	\$0.00	\$2,332.00	\$2,332.00
010-30100-1-11100-10000-33023-0	\$0.00	\$249.00	\$249.00
010-30100-1-11100-10000-35010-0	\$0.00	\$3.00	\$3.00
010-30100-1-11100-10000-35020-0	\$0.00	\$18.00	\$18.00
010-30100-1-11100-10000-36010-0	\$0.00	\$217.00	\$217.00
010-30100-1-11100-10000-36020-0	\$0.00	\$1,300.00	\$1,300.00
010-30100-1-11100-10000-37020-0	\$0.00	\$354.00	\$354.00
010-30100-1-11100-10000-37520-0	\$0.00	\$124.00	\$124.00
010-30100-1-11350-10000-31010-0	\$0.00	\$4,765.00	\$4,765.00
010-30100-1-11350-10000-33013-0	\$0.00	\$348.00	\$348.00

Budget Revision Report

Bdg Revision Final

Control Number: 102855957

Account Classification	Approved / Revised	Change Amount	Proposed Budget
010-30100-1-11350-10000-35010-0	\$0.00	\$3.00	\$3.00
010-30100-1-11350-10000-36010-0	\$0.00	\$948.00	\$948.00
010-40350-0-11100-10000-31010-0	\$485.00	(\$485.00)	\$0.00
010-40350-0-11100-10000-33013-0	\$44.00	(\$44.00)	\$0.00
010-40350-0-11100-10000-35010-0	\$2.00	(\$2.00)	\$0.00
010-40350-0-11100-10000-36010-0	\$119.00	(\$119.00)	\$0.00
010-40350-0-11100-10000-37010-0	\$15.00	(\$15.00)	\$0.00
010-40350-0-11100-24900-31010-0	\$1,160.00	(\$338.00)	\$822.00
010-40350-0-11100-24900-33013-0	\$104.00	(\$30.00)	\$74.00
010-40350-0-11100-24900-34010-0	\$1,744.00	(\$730.00)	\$1,014.00
010-40350-0-11100-24900-35010-0	\$4.00	(\$1.00)	\$3.00
010-40350-0-11100-24900-36010-0	\$283.00	(\$93.00)	\$190.00
010-40350-0-11100-24900-37010-0	\$33.00	(\$24.00)	\$9.00
010-40350-0-11100-24900-37510-0	\$45.00	(\$27.00)	\$18.00
010-40350-1-11100-10000-31010-0	\$0.00	\$970.00	\$970.00
010-40350-1-11100-10000-33013-0	\$0.00	\$88.00	\$88.00
010-40350-1-11100-10000-35010-0	\$0.00	\$4.00	\$4.00
010-40350-1-11100-10000-36010-0	\$0.00	\$238.00	\$238.00
010-40350-1-11100-10000-37010-0	\$0.00	\$30.00	\$30.00
010-40350-1-11100-24900-31010-0	\$0.00	\$235.00	\$235.00
010-40350-1-11100-24900-33013-0	\$0.00	\$22.00	\$22.00
010-40350-1-11100-24900-34010-0	\$0.00	\$190.00	\$190.00
010-40350-1-11100-24900-35010-0	\$0.00	\$1.00	\$1.00
010-40350-1-11100-24900-36010-0	\$0.00	\$55.00	\$55.00
010-40350-1-11100-24900-37010-0	\$0.00	\$3.00	\$3.00
010-40350-1-11100-24900-37510-0	\$0.00	\$5.00	\$5.00
010-40350-9-11100-24900-31010-0	\$0.00	\$234.74	\$234.74
010-40350-9-11100-24900-33013-0	\$0.00	\$21.08	\$21.08
010-40350-9-11100-24900-34010-0	\$0.00	\$288.45	\$288.45
010-40350-9-11100-24900-35010-0	\$0.00	\$0.72	\$0.72
010-40350-9-11100-24900-36010-0	\$0.00	\$54.24	\$54.24
010-40350-9-11100-24900-37010-0	\$0.00	\$4.05	\$4.05
010-40350-9-11100-24900-37510-0	\$0.00	\$2.50	\$2.50
010-42030-0-11100-10000-32020-0	\$5,180.00	(\$5,180.00)	\$0.00
010-42030-0-11100-10000-33022-0	\$1,551.00	(\$1,551.00)	\$0.00

Budget Revision Report

Bdg Revision Final

Control Number: 102855957

Account Classification	Approved / Revised	Change Amount	Proposed Budget
010-42030-0-11100-10000-33023-0	\$363.00	(\$363.00)	\$0.00
010-42030-0-11100-10000-34020-0	\$1,470.00	(\$1,470.00)	\$0.00
010-42030-0-11100-10000-35020-0	\$13.00	(\$13.00)	\$0.00
010-42030-0-11100-10000-36020-0	\$913.00	(\$913.00)	\$0.00
010-42030-0-11100-10000-37020-0	\$104.00	(\$104.00)	\$0.00
010-42030-0-11100-24900-31010-0	\$1,160.00	(\$925.26)	\$234.74
010-42030-0-11100-24900-33013-0	\$104.00	(\$82.94)	\$21.06
010-42030-0-11100-24900-34010-0	\$1,744.00	(\$1,455.55)	\$288.45
010-42030-0-11100-24900-35010-0	\$5.00	(\$4.28)	\$0.72
010-42030-0-11100-24900-36010-0	\$283.00	(\$228.76)	\$54.24
010-42030-0-11100-24900-37010-0	\$33.00	(\$28.96)	\$4.04
010-42030-0-11100-24900-37510-0	\$45.00	(\$42.50)	\$2.50
010-42030-1-11100-10000-32020-0	\$0.00	\$5,180.00	\$5,180.00
010-42030-1-11100-10000-33022-0	\$0.00	\$1,551.00	\$1,551.00
010-42030-1-11100-10000-33023-0	\$0.00	\$363.00	\$363.00
010-42030-1-11100-10000-34020-0	\$0.00	\$1,470.00	\$1,470.00
010-42030-1-11100-10000-35020-0	\$0.00	\$13.00	\$13.00
010-42030-1-11100-10000-36020-0	\$0.00	\$913.00	\$913.00
010-42030-1-11100-10000-37020-0	\$0.00	\$104.00	\$104.00
010-42030-1-11100-24900-31010-0	\$0.00	\$1,175.00	\$1,175.00
010-42030-1-11100-24900-33013-0	\$0.00	\$106.00	\$106.00
010-42030-1-11100-24900-34010-0	\$0.00	\$1,450.00	\$1,450.00
010-42030-1-11100-24900-35010-0	\$0.00	\$5.00	\$5.00
010-42030-1-11100-24900-36010-0	\$0.00	\$272.00	\$272.00
010-42030-1-11100-24900-37010-0	\$0.00	\$11.00	\$11.00
010-42030-1-11100-24900-37510-0	\$0.00	\$28.00	\$28.00
Total:	\$66,107.00	\$1,697.53	\$67,804.53

Books and Supplies

010-00000-0-00000-71500-44000-0	\$1,000.00	\$1,000.00	\$2,000.00
010-00000-0-00000-72000-44000-0	\$2,200.00	(\$1,000.00)	\$1,200.00
010-30100-0-11100-10000-43000-0	\$33,961.00	(\$27,546.13)	\$6,414.87
010-30100-0-11100-10000-44000-0	\$33,000.00	(\$28,000.00)	\$5,000.00
010-30100-1-11100-10000-43000-0	\$0.00	\$35,179.00	\$35,179.00
010-30100-1-11100-10000-44000-0	\$0.00	\$34,500.00	\$34,500.00

Budget Revision Report

Bdg Revision Final

Control Number: 102855957

Account Classification	Approved / Revised	Change Amount	Proposed Budget
010-30100-1-11350-10000-43000-0	\$0.00	\$500.00	\$500.00
010-40350-1-11100-10000-43000-0	\$0.00	\$5,935.00	\$5,935.00
010-41270-0-11100-10000-43000-0	\$6,208.00	\$282.00	\$6,490.00
010-41270-0-11100-10000-44000-0	\$5,000.00	\$25,000.00	\$30,000.00
010-41270-1-11100-10000-43000-0	\$0.00	\$9,266.00	\$9,266.00
010-42010-0-11100-10000-43000-0	\$1,778.00	\$167.00	\$1,945.00
010-42010-1-11100-10000-43000-0	\$0.00	\$1,797.00	\$1,797.00
Total:	\$83,147.00	\$57,079.87	\$140,226.87
Services, Other Operating Expenses			
010-30100-0-11100-10000-52000-0	\$25,864.58	(\$20,864.58)	\$5,000.00
010-30100-0-11100-10000-58000-0	\$94,180.10	(\$79,180.10)	\$15,000.00
010-30100-1-11100-10000-52000-0	\$0.00	\$26,356.00	\$26,356.00
010-30100-1-11100-10000-58000-0	\$0.00	\$85,000.00	\$85,000.00
010-40350-0-11100-10000-52000-0	\$13,858.00	(\$13,858.00)	\$0.00
010-40350-0-11100-24900-58000-0	\$4,000.00	(\$4,000.00)	\$0.00
010-40350-1-11100-10000-52000-0	\$0.00	\$13,858.00	\$13,858.00
010-40350-1-11100-24900-58000-0	\$0.00	\$4,000.00	\$4,000.00
010-41270-1-11100-10000-58000-0	\$0.00	\$9,000.00	\$9,000.00
010-41270-9-11100-10000-58000-0	\$0.00	\$3,180.71	\$3,180.71
010-42010-1-11100-10000-58000-0	\$0.00	\$2,000.00	\$2,000.00
010-42010-9-11100-10000-58000-0	\$5,018.87	(\$3,371.38)	\$1,647.49
Total:	\$142,921.55	\$22,120.65	\$165,042.20
Direct Support/Indirect Costs			
010-30100-0-00000-72100-73100-0	\$8,759.90	(\$5,088.90)	\$3,671.00
010-30100-1-00000-72100-73100-0	\$0.00	\$5,833.00	\$5,833.00
010-40350-0-00000-72100-73100-0	\$659.00	\$51.00	\$710.00
010-42010-0-00000-72100-73100-0	\$178.27	(\$108.27)	\$70.00
010-42010-1-00000-72100-73100-0	\$0.00	\$77.00	\$77.00
010-42010-9-00000-72100-73100-0	\$0.00	\$33.00	\$33.00
010-42030-0-00000-72100-73100-0	\$916.00	(\$873.00)	\$43.00
010-42030-1-00000-72100-73100-0	\$0.00	\$755.00	\$755.00
Total:	\$10,513.17	\$678.83	\$11,192.00

Budget Revision Report

Bdg Revision Final

Control Number: 102855957

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Total Expenditures	\$503,929.72	\$87,463.23	\$591,392.95
Other Financing Sources/Uses			
Contributions			
010-40350-0-00000-00000-89900-0	\$0.00	(\$25,000.00)	(\$25,000.00)
010-41270-0-00000-00000-89900-0	\$0.00	\$25,000.00	\$25,000.00
010-42030-0-00000-00000-89800-0	\$8,421.00	(\$8,421.00)	\$0.00
010-42030-1-00000-00000-89800-0	\$0.00	\$7,880.00	\$7,880.00
Total:	\$8,421.00	(\$541.00)	\$7,880.00
 Budgeted Unappropriated Fund Balance before this adjustment:		 \$3,897,079.49	
 Total Adjustment to Unappropriated Fund Balance:		 (\$883.00)	
 Budgeted Unappropriated Fund Balance after this adjustment:		 \$3,896,196.49	

Budget Revision Report

Bdg Revision Final

Control Number: 102855957

Account Classification

Approved / Revised

Change Amount

Proposed Budget

At a meeting of the school board on _____, the board approved the above budget account lines change to those amounts indicated in the proposed budget column.

Authorized by: _____

(County Office Use Only)

Updated at County Office on ____/____/____ by _____

6. INFORMATION: (Verbal Reports & presentations)

6.2 Solar Plant – Semi-Annual Inspection Report

October 2020



TIPTON ELEMENTARY SCHOOL DISTRICT

SOLAR PLANT SEMI-ANNUAL INSPECTION REPORT



SUBMITTED TO:

Ms. Stacey Bettencourt
Superintendent
Tipton Elementary School District
370 N. Evans Road
Tipton, CA 93272

SUBMITTED BY:

IEC Power, LLC
8795 Folsom Boulevard, Suite 205
Sacramento, CA 95826
Phone: 916.383.6000



iec-corporation.com



IEC Power, LLC
8795 Folsom Boulevard
Suite 205
Sacramento, CA 95826

916-383-6000 Main
916-383-6010 Fax

www.iec-corporation.com

October 13, 2020

Ms. Stacey Bettencourt
Superintendent
Tipton Elementary School District
370 N. Evans Road
Tipton, CA 93272

Subject: Solar Plant Semi-Annual Inspection Report Tipton Elementary School District
Inspection Date: October 9, 2020

Dear Ms. Bettencourt:

IEC Power recently performed our **Semi-Annual Inspection** at the solar site in accordance with our Operation and Maintenance Agreement with the District. Attached are summaries of the inspection logs for the solar site. Please note this report is not the Annual Report. The summary maintenance and inspection logs provided herein will be included in the Annual Report. **The purpose of this report is to transmit our inspection logs and identify any action items for the District.**

The solar PV system was inspected on October 9th to assess the condition of the system and all components to ensure the installation is fully functional and properly serviced. Structural and electrical components of the PV system were inspected in accordance with the attached inspection checklist. The results of the inspection are provided in the attached Inspection Report. Please also note that the system is continuously monitored via PowerTrack web interface. Any operational issues are corrected as needed throughout the year and we do not wait for the annual/semi-annual inspections to take action.

In general, the solar PV site inspected is operating normally. During the maintenance inspection, we discovered the following issues that we would like to bring to your attention:

- The solar panels have significant soiling accumulation. They were washed in July, but will be monitored to determine if another washing is required.

District Action Requested

Below is summary of action items for the District.

1. None.

Please feel free to contact Blake Heinlein at (916) 383-6000 if you have any questions.

Sincerely,



Eric Quintero, PE
Manager

Enclosure

1. Solar Project Inspection Reports



Tipton Elementary School

SOLAR PLANT SEMI-ANNUAL INSPECTION REPORT



iec-corporation.com

SOLAR PLANT INSPECTION REPORT

CLIENT: Tipton Elementary School District
SITE: Tipton Elementary School
INSPECTION DATE: October 9, 2020
INSPECTION TYPE: Semi-Annual Inspection

The following is a summary of the inspection findings and action items for the above solar site(s). Actual inspection records and photographs are attached.

Summary of Inspection Findings

Onsite inspection of the site found the system in good condition, with no serious problems found.

The following items were noted during the inspection:

- Significant soiling on PV modules. Modules were washed in July, but further soiling has accumulated. This will be monitored to see if another wash is required.

District Actions and Due Dates:

Critical:

- (none)

Non Critical:

- (none)

IEC Actions and Due Dates

Critical:

- (none)

Non Critical:

- (none)

Next Steps

- The next tentative routine inspection will be conducted in March of 2021
- This semi-annual inspection will be included in the Annual Report

Attachments

1. Semi-annual Maintenance Checklist



IEC Power, LLC
 8795 Folsom Boulevard
 Suite 205
 Sacramento, CA 95826

916-383-6000
 916-383-6010 Fax

www.iecpowerllc.com

Semi-Annual Maintenance Checklist	Client:	Tipton USD
	Site:	Tipton Elementary
	Date:	10-9-20
	Technician:	RD

Item	Inspection Task	Action			Notes:
		OK / None	Comp @Site	Follow Up	

Site Conditions and Security

Inspect for hazardous conditions	✓			
Inspect for adverse animal impacts	✓			
Inspect for adverse vegetation impact	✓			
Inspect for array shading impacts	✓			
Inspect fencing/gate conditions	✓			
Confirm locks/security devices in use	✓			
Inspect for theft/vandalism/graffiti	✓			
Inspect security system condition	NA			
Inspect lighting systems and sensors	NA			
Inspect signage legibility/condition	✓			
Remove trash	✓			

Rack and Equipment

Inspect for damage/wear/water intrusion	✓			
Inspect for loose/missing fasteners	✓			
Inspect for corrosion/rust	✓			
Inspect for proper operation	✓			

Modules and String Wiring

Inspect for damaged/broken modules	✓			
Inspect for loose/missing hardware	✓			
Inspect for corrosion, seal problems	✓			
Inspect for damaged/deteriorated wire	✓			
Inspect for proper wire straps/support	✓			
Inspect for module soiling impact	✓			Heavy, production still ok

Performance Monitoring and Reporting System (PMRS)

Inspect PMRS box for condition	✓			
Inspect sensors, lube moving parts	✓			
Verify alignment of pyranometers	✓			
Check proper operation and communication	✓			
Verify all systems secured and back online	✓			